BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 23: Work Experience in Business**
Learning aim(s)	**C:** Reflect on work experience undertaken and its influence on own personal and professional development.
Assignment title	How did I do?
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are aware that employers value work experience and prefer to recruit those who have some first-hand knowledge of the world of work. You are keen to take advantage of your recent period of successful work placement. In preparation for job interviews, you decide to document your work experience, and reflect upon what you have learnt. Using your own ideas, along with the feedback of those you worked with, you will be able to evaluate the benefits of the placement and set goals to improve your career prospects.

Task 1	In a report, identify the knowledge and skills, both personal and professional, you used and gained during the work placement. Use your log book/diary/blog, completed during your work experience, to help you complete the report. Use your own ideas along with feedback received from your work placement supervisor and colleagues to identify your strengths and areas for improvement. A SWOT analysis would be a useful tool to assist in examining and measuring your performance and to identify strengths and areas for personal and professional development. To complete this reflective task, you should evaluate your work placement, making reasoned conclusions on how it can support your future career plans.

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Checklist of evidence required	Reflective work placement report
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
23/C.D3	Evaluate your work experience, drawing reasoned conclusions as to how it can support your future career
23/C.M3	Assess your performance during work experience, making recommendations for personal and professional development.
23/C.P6	Identify improvements to be made to own personal and professional skills in response to feedback from work experience.
23/C.P5	Review own strengths and areas for development during work experience.

Other assessment materials attached to this Assignment Brief	None